

**BUILDING APPLICANT'S CHECKLIST**  
**Village of Sleepy Hollow Architectural Review Board**

To ensure that the Architectural Review Board (ARB) is able to fairly and efficiently evaluate your application, please make sure you submit the following items listed below together with your application. We cannot review your application without the proper information. **Please refer to the application and the Zoning Code for more complete details and requirements (attached hereto).**

**HAVE YOU INCLUDED THE FOLLOWING IN YOUR APPLICATION?**

**BLUEPRINTS or SCALED DRAWINGS with all dimensions of the building clearly indicating:**

1.     ☐ Elevations of all sides of the structure.
2.     ☐ Floor plans.
3.     ☐ A site plan, if available, or a hand drawn sketch—to help us see how your property relates to those on adjacent properties. Indicate where your work will occur on this site plan or drawing.
4.     ☐ Accurate and complete dimensions and sizes (height, width and depth).
5.     ☐ Materials to be used—bring samples or photographs.
  - ☐ Indicate materials you intend to use, example: slate walkway, 8” glass block wall, macadam driveway.
  - ☐ Describe the shutters, finishes, casings, landscaping, colors, etc.

**PHOTOGRAPHS**

6.     ☐ Clearly labeled photographs of:
  - ☐ Adjacent buildings.   ☐ The existing structure, if this is a renovation or addition.
  - ☐ For fences, bring a photo of the type of fence you have selected.

**BACKGROUND INFORMATION**

7.     ☐ Were there any variances or approvals granted for this project? Please be prepared to summarize them.

**NOTIFICATION**

1.     ☐ You must send notification of the work you intend to do to:
  - ☐ Adjacent property owners.   ☐ One neighbor directly across the street.
2.     ☐ Notification must be received by these neighbors by certified mail/return receipt, ten (10) days prior to the scheduled meeting to inform them that this application will be reviewed by the ARB at next scheduled meeting.
3.     ☐ Bring all return receipts to the Building Department five (5) days prior to the meeting. They are required as part of your application.

*The Architectural Review Board of Sleepy Hollow was formed to help guide the direction of development, while providing an environment for business and residents to prosper and enjoy their community. We are interested not only in making decisions that work for today, but also decisions, which will endure for our future. The board is made up of highly qualified people with professional expertise in architecture, contracting and building, graphic design, interior design, real estate and historic preservation.*